



## **Employment Opportunity**

### **Chief Administrative Officer (CAO)**

The Township of Blandford-Blenheim, with a population of 7,500, is one of five rural Townships within the County of Oxford. Due to an upcoming retirement, the Township is seeking applications from qualified individuals for the position of Chief Administrative Officer (CAO). This is the senior management position in the municipality which reports directly to Council.

#### **Responsibilities:**

- Provide exceptional leadership and strategic direction to the municipal organization.
- Inspire excellence in the delivery of public services to residents and businesses.
- Continue to develop collaborative relationships with the community and with other levels of government.
- Consult with Council, Directors, Local Boards and Community Groups to assist in determining effective programs and ensuring efficient operation within approved budgets and with other levels of government.
- Make policy, program and business planning recommendations.
- Monitor the fiscal and legislative requirements of the Corporation.
- Foster positive employee/employer relations and a productive workplace environment.

#### **Qualifications:**

- 7 to 10 years experience as a senior municipal leader
- University degree in public administration, business or directly related field
- AMCT/CMO designation an asset
- Superior ability to lead, motivate and manage a management team comprised of Finance, Building Services, Community Services, Public Works, Protective Services and Drainage.
- Strong organizational, supervisory and time management skills.
- Positive record of working with elected officials, the public and key stakeholders.

#### **Compensation:**

- Based on a condensed 4-day, 35-hour work week and in accordance with the Salary Schedule adopted by Council and amended from time to time.
- Salary range: \$125,489 – \$156,865 (2023 rates)
- Comprehensive benefit package.

To apply for this exciting opportunity, please submit your resume and cover letter by **noon Thursday, October 19, 2023** to:

Rodger Mordue, CAO/Clerk  
rmordue@blandfordblenheim.ca